

THE COUNCIL OF THE CITY OF NEW YORK



Hon. Melissa Mark-Viverito
Speaker of the Council

Hon. Darlene Mealy
Chair, Civil Rights Committee

Report on the Fiscal 2016 Preliminary Budget and the
Fiscal 2015 Preliminary Mayor's Management Report

Equal Employment Practices Commission

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Eisha Wright, Unit Head

Finance Division

Latonia McKinney, Director

Regina Poreda Ryan, Deputy Director

Nathan Toth, Deputy Director

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Equal Employment Practices Commission Overview

The Equal Employment Practices Commission (EEPC or the Commission) is not a mayoral agency, however, it is empowered by the New York City Charter to monitor and evaluate the employment programs, practices, policies, and procedures of all City agencies to ensure that they maintain an effective, affirmative employment program of equal employment opportunity for protected groups who are employed by, or seek employment with, the New York City government. The Charter authorizes the appointment of two Commissioners by the Mayor, two by the City Council, and the joint appointment of the Chair by the City Council Speaker and the Mayor. All Commissioners serve part-time, for four-year staggered terms.

The EEPC reviews the affirmative employment plan of each City agency and provides appropriate recommendations, conducts public and private hearings to discuss major Equal Employment Opportunities (EEO) topics relevant to the City of New York, and annually publishes a report to the Mayor and City Council on the activities of the Commission.

There are currently 141 agencies within EEPC's jurisdiction, including the Office of the Mayor, all mayoral agencies, and the City Council. According to the City Charter, the EEPC must audit the employment programs of these agencies at least once every four years to ensure that they are in compliance with City, State, and federal regulations and requirements. If an agency is not following the guidelines set by EEO policies, the City Charter requires that the EEPC provide recommendations to the agency and monitor the agency for a period of up to six months to ensure compliance. The EEPC has the authority to conduct both general audits and issue-specific audits all of which are conducted using uniform standards and guidelines.

This report provides a review of the EEPC's Preliminary Budget for Fiscal 2016. In the section below, the Fiscal 2016 Budget is presented in a chart which details the EEPC's spending by Personal Services (PS) and Other Than Personal Services (OTPS), followed by the Financial Plan Summary chart which provides an overview of the EEPC's budget by unit of appropriation, funding source, headcount, and provides analysis of significant initiatives included in the November and Preliminary Financial Plans. There is no Preliminary Mayor's Management report for EEPC, however, the EEPC releases an annual report to the Mayor and City Council. EEPC's 2014 Annual Report has not been released yet.

Fiscal 2016 Preliminary Budget Highlights

EEPC Expense Budget						
	Actual	Actual	Adopted	Preliminary Plan		*Difference
<i>Dollars in Thousands</i>	2013	2014	2015	2015	2016	2016 - 2015
Personal Services	\$382	\$424	\$559	\$744	\$914	\$356
Other Than Personal Services	39	40	440	360	\$179	(261)
EEPC Total	\$421	\$464	\$999	\$1,105	\$1,093	\$94

**The difference of Fiscal 2015 Adopted Budget compared to Fiscal 2016 Preliminary Budget.*

The City's Fiscal 2016 Preliminary Budget is \$77.7 billion, \$2.7 billion more than the Fiscal 2015 Adopted Budget of \$75 billion. City funds (City tax and non-tax revenues, excluding Capital Budget transfers) total \$57 billion, up \$2.1 billion from \$54.8 billion in the Adopted Budget. The Fiscal 2016 Preliminary Budget for EEPC includes \$1.1 million. This represents less than one percent of the City's total Budget.

The EEPC's Fiscal 2016 Preliminary Budget of \$1.1 million is \$94,000 more than its Fiscal 2015 Adopted Budget of \$1 million. At the time of adoption for Fiscal 2015, the projected Fiscal 2016 budget was \$185,000 less. Since adoption of the Fiscal 2015 budget, the Financial Plan updates have introduced several changes to EEPC's Fiscal 2015 and 2016 budgets. For Fiscal 2015 these include \$81,000 in new needs and \$25,000 in other adjustments. For Fiscal 2016, these include new needs of \$245,000 and other adjustments of \$34,000. Combined, the above actions reconcile EEPC to its current budget of \$1 million for Fiscal 2015 and \$1.1 million for Fiscal 2016 (see Appendix A, on page 4.)

EEPC Financial Plan Summary

The EEPC's budget consists of a single program area, identified by its two units of appropriation (UA.) They are: PS U/A - 001 and OTPS - U/A 002. The following table, "EEPC Financial Summary," provides an overview of actual expenditures for Fiscal 2013 and Fiscal 2014, the Adopted Budget for Fiscal 2015, and planned expenditures for Fiscal 2015 and Fiscal 2016 as proposed in the Fiscal 2016 Preliminary Plan.

EEPC Financial Summary						
	2013	2014	2015	Preliminary Plan		*Difference
<i>Dollars in Thousands</i>	Actual	Actual	Adopted	2015	2016	2015 - 2016
Spending						
Personal Services						
Full-Time Salaried - Civilian	\$382	\$421	\$528	\$714	\$883	\$355
Other Salaried and Unsalariated	340	364	297	305	309	12
Subtotal	\$382	\$424	\$559	\$744	\$914	\$356
Other Than Personal Services						
Contractual Services	\$7	\$10	\$15	\$133	\$15	\$0
Fixed & Misc. Charges	0	2	1	1	1	0
Other Services & Charges	23	18	415	98	51	(364)
Property & Equipment	9	9	5	10	5	0
Supplies & Materials	0	0	4	119	107	103
Subtotal	\$39	\$40	\$440	\$360	\$179	(\$261)
TOTAL	\$421	\$464	\$999	\$1,105	\$1,093	\$94
Funding						
City Funds	\$421	\$464	\$999	\$1,105	\$1,093	\$94
TOTAL	\$421	\$464	\$999	\$1,105	\$1,093	\$94
Budgeted Headcount						
Full-Time Positions - Civilian	5	6	8	12	12	4
TOTAL	5	6	8	12	12	4

*The difference of Fiscal 2015 Adopted Budget compared to Fiscal 2016 Preliminary Budget.

The EEPC's Fiscal 2016 Preliminary Budget of \$1.1 million is \$94,000 more than its Fiscal 2015 Adopted Budget of \$1 million and the Fiscal 2015 budget reflects an increase of \$106,000 since Fiscal 2015 Adoption. The EEPC's Fiscal 2016 budgeted headcount reflects an increase of four positions. The EEPC has an authorized headcount of 12 positions, however, there are currently only eight positions filled. It is anticipated that the four new staff will start on July 1, 2015. Funding and job responsibilities for the four new positions are discussed below.

Financial Plan Changes

- **Staffing Increase.** The Fiscal 2016 Preliminary Plan includes \$74,000 in Fiscal 2015 and \$231,000 in Fiscal 2016 and in the outyears to support three new positions. The EEPC plans to hire a Director of Research Initiatives and Public Hearings and two equal employment program analysts. The November Plan included a technical adjustment of \$45,000 in Fiscal 2015 and \$90,000 in Fiscal 2016 and in the outyears for an agency attorney who will also serve as the Director of Compliance and that accounts for the four positions mentioned previously. These staff supplement EEPC's existing staff who include an Executive Director, Deputy Director/Agency Counsel, EEO Research Specialist, three EEO Program Analysts, and an Administrative Assistant. The staff is responsible for monitoring and evaluating the employment programs, practices, and procedures of City agencies to ensure that they maintain effective equal employment opportunity programs for all who are employed by, or seek employment in New York City government.
- **OTPS New Need.** The Fiscal 2016 Preliminary Plan includes a baseline increase of \$14,000 beginning in Fiscal 2016 for two OTPS adjustments. Of that amount, \$7,000 will support software maintenance for the TeamMate Audit Management System which will enable the EEPC to streamline its auditing process by keeping track of the different auditing procedures and reducing unnecessary paperwork. The remaining \$7,000 will support an increase in telecommunications expenses.
- **Collective Bargaining.** The Fiscal 2016 Preliminary Plan includes \$25,000 in Fiscal 2015, increasing to \$54,590 in the outyears for collective bargaining costs.

Appendix A: Budget Actions in the November and the Preliminary Plans

<i>Dollars in Thousands</i>	FY 2015			FY 2016		
	City	Non-City	Total	City	Non-City	Total
EEPC Budget as of the Adopted 2015 Budget	\$999	\$0	\$999	\$814	\$0	\$814
New Needs						
Research Specialist	\$74	\$0	\$74	\$231	\$0	\$231
Software Maintenance	0	0	0	7	0	7
Telecommunications Increase	7	0	7	7	0	7
Subtotal New Needs	\$81	\$0	\$81	\$245	\$0	\$245
Other Adjustments						
Collective Bargaining	\$10	\$0	\$10	\$16	\$0	\$16
PS Adjustment	15	0	15	19	0	19
Subtotal Other Adjustments	\$25	\$0	\$25	\$34	\$0	\$34
Total All Changes	\$106	\$0	\$106	\$279	\$0	\$279
EEPC Budget as of the Preliminary 2016 Budget	\$1,105	\$0	\$1,105	\$1,093	\$0	\$1,093